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Services

**AIR FORCE NONAPPROPRIATED FUND
(NAF) GOVERNMENT PURCHASE CARD
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 34-2, *Managing Nonappropriated Funds*. It is used in conjunction with AFD 64-3, *Nonappropriated Fund Contracting System*. It establishes responsibilities, authorities, and procedures for purchasing with the U.S. Government-wide purchase card. It applies to all Air Force NAF instrumentalities (NAFIs) as described in AFI 34-201, *Use of Nonappropriated Funds* (will convert to AFI 34-403). It also applies to all Air Force Reserve, Air Force National Guard, and Air Force Reserve Officer Training Corps personnel when they are on federal active duty and serving in positions involving use or management of the

NAF purchase card program. Air Force NAFIs, Major Commands (MAJCOMs) and Air Force Central Fund NAFIs use the NAF government purchase card to purchase supplies, resalable items, and services using NAFs, as required, to support activity needs. This instruction includes Department of Defense Purchase Card Financial Management Team and Purchase Card Integrated Product Team recommended changes as stated in the Office of the Undersecretary of Defense (OUSD) (Comptroller) Purchase Card Reengineering Implementation Memorandum #3, dated 27 Mar 97, and its amendment, Change 1, dated 30 Jun 98. AF Form 4140, **NAF Purchase Card Program Cardholder's Log**, is prescribed. Compliance with this publication is mandatory. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*, Table 34.

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Chapter 1

INTRODUCTION

1.1. General Information. The General Services Administration (GSA), Federal Supply Service, awarded a single schedule contract for Government-wide Commercial Credit Card Service. The contractor (hereinafter referred to as the bank) provides commercial credit cards and associated services to military members and federal civilian employees to pay for official government purchases.

1.2. Supplements. MAJCOM and field operating agencies (FOA) send proposed supplements to this instruction to Air Force Services Agency, Directorate of Financial Management and Comptroller, (HQ AFSVA/SVF), 10100 Reunion Place, Suite 400, San Antonio TX 78216-4138, for approval before publishing. After publishing, send a copy of the supplement to HQ AFSVA/SVF and another to Headquarters United States Air Force, Director of Services (HQ USAF/ILV), 1770 Air Force Pentagon, Washington DC 20330-1770. MAJCOMs and FOAs review and approve or disapprove proposed installation-level supplements before publishing. Their content must be consistent with the provisions in this instruction.

1.3. Requests for Technical Assistance. Submit requests for clarification or interpretation of this instruction through the MAJCOM/SVF or FOA to HQ AFSVA/SVF.

1.4. Waivers. Requests to waive this instruction must be approved by HQ AFSVA/SVF. Submit waiver requests through the MAJCOM/SVF or FOA to HQ AFSVA/SVF.

1.5. Program Management. Cardholders use the purchase card for purchases according to the limitations set forth in this instruction. Each installation Resource Management Flight Chief (RMFC) or designee shall serve as the installation program coordinator (IPC) responsible for the day-to-day operations of the installation's NAF purchase card program. Operational program responsibilities are defined in paragraph 5.1. The IPC monitors the program for compliance with these instructions, AFMAN 64-302, *NAF Contracting*; any other applicable Air Force NAF instructions and manuals; and the *Agency Program Coordinator Guide* the bank provides. The MAJCOM/SVF or designee serves as the IPC for the MAJCOM NAF Government Purchase Card Program. **EXCEPTION:** In the case of geographically separated units (GSU) without an RMFC, the supporting main operating base RMFC designates an on-site individual to work with them in managing the site's program. For those Air Force sites without an RMFC where the program is centrally managed by the MAJCOM/SVF, the MAJCOM/SVF designates an on-site individual to work with the MAJCOM/SVF in managing the site's program. The MAJCOM/SVF serves as the IPC for the MAJCOM NAF Government Purchase Card Program.

1.6. Program Structure. The NAF purchase card program's structure is based on a three-level billing hierarchy (IPC, billing official, and cardholder) and a seven-level reporting hierarchy. The NAF purchase card program uses five of these levels described below which provide a system of checks, balances, and audit controls from the lowest to the highest level within each organization.

1.6.1. Level 1. The first reporting level of the reporting hierarchy represents the Department of Defense as a whole.

1.6.2. Level 2. The second reporting level identifies the military service. The Level 2 reporting level mandating policy for the USAF Government Purchase Card Program is SAF/AQCO. A SAF/AQCO

staff member is designated to administer the USAF Government Purchase Card Program and serves as a liaison between the USAF, the bank, and the GSA. This individual also provides statistical reports and program information regarding the USAF Government Purchase Card Program to MAJCOM and installation level IPCs. The address is:

SAF/AQCO, ATTENTION: Government Purchase Card Program Coordinator, 1060 Air Force Pentagon, Washington, DC 20330-1060.

1.6.3. Level 3. The third reporting level generally identifies the Defense Agency within a Level 2. HQ AFSVA/SVF is the designated Level 3 office responsible for managing the NAF Government Purchase Card Program. A staff member within the Field Activities Division (AFSVA/SVFA) serves as the NAF Purchase Card Agency Program Coordinator (APC). The Level 3 APC's address is HQ AFSVA/SVFA, ATTENTION: NAF Purchase Card Agency Program Coordinator, 10100 Reunion Place, Suite 400, San Antonio TX 78216-4138. Primary responsibilities are: administer the AF NAF Purchase Card Program; establish policies and guidelines for AF Services-wide NAF implementation subject to SAF/AQCO, HQ AFSVA/SVF, and HQ Services Agency Directorate of Contracting (HQ AFSVA/SVC) approval; serve as liaison among SAF/AQCO, the bank, and GSA; review AF NAF Purchase Card Level 3 Summary Statistical Reports; and provide information to MAJCOM and installation IPCs.

1.6.4. Level 4. The fourth reporting level within the NAF Purchase Card Program identifies the base installation or MAJCOM program. The Level 4 IPC has overall responsibility for the NAF Purchase Card Program at base and MAJCOM level. (See paragraph 1.5.)

1.6.5. Level 5. The fifth reporting level with the program identifies a particular unit or company. The bank assigns a Level 5 (company number) to each NAF Level 4.

1.7. Field Communication. Base level IPCs shall first direct questions or issues to their MAJCOM IPC for forwarding, if appropriate, to the AF Services Agency NAF Purchase Card Program Coordinator.

1.8. Additional Guidance. The AF Services NAF Purchase Card Program Coordinator in conjunction with HQ AFSVA/SVC and the MAJCOM IPC is responsible for developing additional guidance for the NAF Purchase Card Program.

Chapter 2

DEFINITIONS

2.1. Air Force NAF Purchasing Office (AFNAFPO). The central NAF purchasing office which oversees NAF contracting procedures throughout the Air Force.

2.2. Air Force Services NAF Purchase Card Agency Program Coordinator (APC). The HQ Air Force Services Agency's point-of-contact within HQ AFSVA/SVF responsible for managing the AF Services NAF Purchase Card Program and interfacing with the NAF installation and MAJCOM IPCs, and the SAF/AQC APC.

2.3. Authorization. The process of verifying a purchase being made is within the established cardholder limits. The merchant receives authorization at the point of sale through the bank verification of the purchase card.

2.4. Billing Cycle. The period of time, usually 30 days, in which the bank posts all accumulated merchant charges or credits to cardholders' accounts. The billing cycle period for the Air Force is from the 26th of each month through the 25th of the following month.

2.5. Billing Official (BO) Account. Account established with the bank for receipt and payment of the official billing statement. This account was previously referred to as the Approving Official Account. The NAF Purchase Card Program requires one BO account per NAFI.

2.6. Cardholder. Person to whom a NAF purchase card is issued for purposes of making purchases on behalf of his/her assigned NAFI activity.

2.7. Cardholder Statement of Questioned Item (CSQI). The bank form on which cardholders claim credit for disputed items not resolved with the vendor.

2.8. Dispute Office. The NAF purchasing clerk or other individual designated by the IPC to assist cardholders in tracking and resolving disputed purchases/transactions with vendors and the bank.

2.9. Electronic Funds Transfer (EFT). A mandatory payment process used to transfer payments of funds electronically. EFT is a faster, more secure method of transferring funds than using checks.

2.10. Environmental Protection Agency (EPA) Guideline Item. An item that is, or can be, made with recovered materials. EPA lists these items in a procurement guideline for which EPA provides purchasing recommendations in a related Recovered Material Advisory Notice (RMAN).

2.11. Purchase Card Contractor. The financial institution (bank) under GSA contract providing purchase card services to the Federal Government. The contractor herein referred to as the bank, maintains all government purchase card accounts; issues purchase cards to cardholders; sends monthly statements to cardholders, billing officials, and finance offices; pays merchants in a timely manner; and receives payment from the NAF AO or other Air Force disbursing offices.

2.12. Installation Program Coordinator (IPC). The installation official responsible for managing the installation Services squadron's or MAJCOM directorate's NAF Purchase Card Program including establishment, training, and surveillance. The IPC is usually the RMFC (or designee). The MAJCOM/SVF (or designee) serves as the MAJCOM IPC. (See paragraph 5.1.)

2.13. Internal Approving Official (IAO). Official appointed by the IPC who verifies monthly cardholder statements and related information and initiates and approves purchase card transactions within certain areas of the organization. (See paragraph 5.2.)

2.14. Merchant Category Classification (MCC) Code. A code the bank uses to categorize each merchant according to the type of business and the kinds of goods and services provided. The letters A-U in the Merchant Category Code Table in the Agency/Organization Program Guide the bank provides designates MCC codes. The IPC groups together one or more of the 21 MCC codes to create a four-digit Merchant Activity Type (MAT) code. The MAT code controls the type of merchants available to the cardholder for purchases related to his or her duties and the mission of his or her organization. The MAT code is encrypted on the magnetic strip of the purchase card and is a part of the purchase authorization process at the point-of-sale.

2.15. NAF AO. The designated payment office for the NAF purchase card. The individual named in the BO account receives the statement billing file (SBF)/invoice from the bank, signs it, and forwards it to the NAF AO for payment. Individuals at remote sites and GSUs without a NAF AO at their location will fax SBFs/invoices to their servicing NAF AO to ensure timely payment. Individuals will follow up faxes with hard copy mailing of SBFs/invoices to their respective NAF AOs.

2.16. NAF Contracting Office. The office or individual responsible for local NAF purchase support to the installation Services squadron or MAJCOM directorate NAFIs. The office or individual designated by the IPC to assist with the overall management of the installation's NAF purchase card program and serve as the disputes processing office.

2.17. Reactivation. The activation of NAF purchase card privileges after suspension.

2.18. Reactivation Fee. A per-card fee of \$25 assessed to a BO account (charged by the bank against the cardholder account being reactivated) upon request to reactivate. The IAO advises the NAF AO in writing of cardholder reactivations and pending activation fees. The NAF AO records this fee as credit card expense to General Ledger Account Code (GLAC 719) in the cardholder's activity.

2.19. Single Purchase Limit. The maximum amount authorized by a delegation of authority from the IPC for a single purchase card transaction. This limit cannot be exceeded unless a revised delegation of authority raising the limit is requested by an IAO and subsequently approved, signed, and issued to the cardholder by the IPC. A "single purchase" is the total amount of the transaction and may include multiple items.

2.20. Statement of Account (SOA). A monthly listing of all purchases made by the cardholder and all bank-authorized credits.

2.21. Suspension. The process by which an ordering office loses its authority to make purchases with the NAF purchase card due to delinquency or violation of NAF purchase card program policy or procedures.

Chapter 3

NAF PURCHASING WITH THE NAF PURCHASE CARD

3.1. Authorized Use of the NAF Government Purchase Card.

3.1.1. The NAF government purchase card is only used to make authorized NAF government purchases. Cardholders issued a written delegation of purchase authority use the NAF purchase card in lieu of AF Forms 2209, **Nonappropriated Fund Order for Supplies or Services**, or 2209-1 to purchase supplies, equipment and non-personal services up to \$2,500 where feasible and practical.

3.1.1.1. EXCEPTION: When specified in a written delegation of authority, cardholders not holding a contracting officer warrant can purchase items up to \$25,000 per transaction from the Army and Air Force Exchange Service (AAFES), the Defense Commissary Agency (DeCA), and printing services from the Defense Automated Printing Service (DAPS).

3.1.1.2. NAF contracting officers (with appropriate purchase limitations) may specify the NAF purchase card as a method of payment on agreements, purchase orders, delivery orders, and contracts up to the limit of their warrant. This includes orders for resale tickets and tour packages in Information Ticket and Tours (ITT).

3.1.1.3. Purchase controlled medical substances for the base veterinarian only when the veterinarian has a Drug Enforcement Agency (DEA) number. If the veterinarian does not have a DEA number, he or she orders controlled medical substances from base medical supply, which is reimbursed with NAFs. Request uncontrolled items from base medical supply and reimburse with NAFs or purchase from the open market.

3.1.1.4. The IPC may establish cardholder accounts as requested by training and education program managers with a single purchase limit of \$25,000. The purchase card is used to pay for non-government and/or government off-the-shelf training and education for an individual event or planned series of the same training event, activity, service, or course material. The government purchase card does not replace DD Form 1556, **Request, Authorization Agreement, Certification of Training and Reimbursement**. Training and education program managers must review and approve requests for training. A DD Form 1556 must be completed and approved prior to attending any training or education course or program. The DD Form 1556 is the required procurement document for purchases in excess of \$2,500; and also serves as the support document for the purchase log.

3.1.1.5. Purchase of aviation, diesel, or gasoline fuel or oil for aircraft and motorized vehicles is permitted for NAF-owned, government-loaned, or leased vehicles and aircraft.

3.2. Purchases Requiring Coordination. Cardholders must be aware that there are numerous restrictions on the types of purchases that can be made using NAFs and that these restrictions apply even when the purchase card is being used. In general, NAFs can be used only for purchases that support the mission of the NAFI. Similarly, appropriated funds (APFs) can and should be used for purchases that are authorized APF support. In such cases, the NAF purchase card should not be used. To ensure adherence to these restrictions, purchase of the following commodities or services requires the cardholder contact the specified controlling/servicing organization before making the purchase. Except where noted below, or contrary to local policy, verbal or telephone approval is sufficient. When telephonic/verbal approval is

obtained, the cardholder annotates the AF Form 4140, **NAF Purchase Card Program Cardholder's Log** (**Attachment 6**) with the name of the individual providing approval.

3.2.1. Hazardous materials. Hazardous materials and potentially hazardous materials (e.g., acetone, alcohol, benzol, ether, gasoline, naphtha, pesticides, refrigerants, poisons, radioactive materials, corrosive materials, equipment cleaning solvents, color toner for printers, etc.). The Base Bioenvironmental Engineer and the Hazardous Material Pharmacy is the single point of authorization for use of hazardous materials on base. It is not necessary to obtain approval to reorder recurring items previously approved. However, the above office must be notified of reorders to track the quantity of these type items on base.

3.2.2. Communication and computer equipment and software. The requesting organization follows established local, MAJCOM, and Air Force procedures when purchasing communication and computer equipment and software. **NOTE:** Purchase of non-standard AF Services NAF communications-computer systems also requires Headquarters Air Force Services Agency, Directorate of Management Systems (HQ AFSVA/SVS) and MAJCOM/SVF approval.

3.2.3. NAF travel related purchases. Use of the NAF purchase card for NAF travel related expenses requires prior approval, coordinated through respective IAOs, from the IPC or designee. Use of the NAF purchase card is permitted for travel related expenses in support of an authorized Services activity sponsored event, e.g., it may be used to pay for lodging, meals, fuel, etc., associated with a Services activity-sponsored event. Do not use the NAF purchase card for official travel related expenses covered by the official Government travel card. (See paragraph **3.3.2.**)

3.2.4. Rental/lease of motor vehicles. Use of the NAF purchase card requires Services squadron commander's or division chief's written approval. Approval requests are initiated by IAOs and coordinated through the IPC.

3.2.5. Repair services. Use NAFs only when APFs are not authorized for repair services. Use of the NAF purchase card requires NAF contracting office approval in writing. The IAO initiates the request for approval. The cardholder and IAO consult AFI 34-201 (will convert to AFI 34-403), *Use of Non-appropriated Funds*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, in preparing the request for approval certifying that APFs are not authorized. The cardholder also verifies the repair is not already covered by an existing preventative maintenance agreement. Enter the names of the persons contacted on the purchase card log. Consult the organizational equipment custodian for warranty information. New equipment may also be covered under warranty and repairs may be performed under these warranties at no cost to the AF.

3.2.6. Construction services. The IAO coordinates construction services with the Services squadron/division construction manager (deputy commander/director), RMFC and Base Civil Engineer prior to purchase in writing. Use NAFs only when APFs are not authorized for construction services up to \$2,000 with an approved AF Form 332, **Base Civil Engineer Work Request**. The cardholder and IAO consult AFI 34-201 (will convert to AFI 34-403), *Use of Nonappropriated Funds*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, in preparing the request for approval certifying that APFs are not authorized. The Services squadron construction manager establishes MAJCOM and local policy to ensure all work approved is properly planned and designed, materials used meet current construction standards, the work is properly inspected, and completed work is documented appropriately.

3.2.7. Civil engineer materials and real property (installed equipment). The IAO coordinates construction services with the Services squadron/division construction manager (deputy commander/director), RMFC and Base Civil Engineer prior to purchase in writing. The cardholder and IAO consult AFI 34-201 (will convert to AFI 34-403), *Use of Nonappropriated Funds*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, in preparing the request for approval certifying that APFs are not authorized.

3.2.8. Books, periodicals, and manuals. No specific approvals are required. However, activities are encouraged to check with the library prior to using the NAF purchase card especially for non-technical books. The base library may have funds to support purchase of books or manuals and/or may have books, periodicals, or manuals available.

3.2.9. Purchase of professional services. Requires HQ AFSVA approval. Professional services are usually only contracted by HQ AFSVA, e.g., accountants and lawyers. State law may require the services these individuals render be performed or approved by a person licensed, registered or certified to provide such services. The IAO initiates requests for approval which are submitted under Services squadron/division commander/director signature through the MAJCOM.

3.2.10. Purchase of non-personal services up to \$2,500. Examples of non-personal services include services contracts for custodial, grass cutting, lawn care, and repair or maintenance of equipment. (Before purchasing, contact the NAF Contracting Office or contracting officer for information on existing contracts.)

3.2.11. Purchase of individual services. The NAF purchase card may be used as a *method of payment* on an Individual Services Contract (ISC) as described in AFMAN 64-302, *Nonappropriated Fund Contracting*.

3.2.12. NAF fixed assets, bulk purchases, expendable and high-value supplies. Prior to purchase, refer to requirements in AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting* (will convert to AFMAN 34-414).

3.2.13. NAF employee training. The NAF purchase card may be used to fund NAF employee training. When paying for training using the NAF purchase card, enter "Paid by NAF Government Purchase Card" on the DD Form 1556, **Request Authorization Agreement, Certification of Training and Reimbursement**.

3.3. Unauthorized Use of the NAF Government Purchase Card. Do not use the NAF purchase card for the following purposes (unless otherwise noted in exceptions). (**NOTE:** NAF contracting offices and RMFCs may include other unauthorized uses):

3.3.1. Cash advances.

3.3.2. Official NAF government travel-related purchases. Rental/lease of motor vehicles associated with NAF travel or temporary duty supported by travel orders (purchase of airline, bus, or train tickets); purchase of meals, drinks, lodging, or other travel or subsistence costs associated with government official travel. The Government travel card covers this.

3.3.3. Rental or lease of land or buildings . EXCEPTION: NAF purchase card may be used to pay a room set-up fee for NAF functions authorized in AFI 34-201, *Use of Nonappropriated Funds*, (will convert to AFI 34-403).

3.3.4. Purchase of telecommunications services, e.g., major systems such as FTS 2001 or DSN.

EXCEPTION: NAF purchase card may be used for cell phones, pagers, etc., when NAFs are authorized, and a monthly statement itemizes information on calls.

3.3.5. Purchase of hazardous/dangerous items such as explosives, munitions, toxins and fire-arms.**3.3.6. Purchases of classified items.****3.3.7. Purchase of non-personal services exceeding \$2,500 (Service Contract Act).****3.3.8. Purchases of construction services exceeding \$2,000 (Davis-Bacon Act).**

3.4. Use by Government Contractors. Cardholders must be Government employees. Do not issue the NAF purchase card to Government contractor personnel.

3.5. Overseas Use of the NAF Government Purchase Card . Air Force members at overseas bases with NAF purchase cards should use them whenever possible and economical to purchase items locally. (See paragraph **5.3.11.** for guidance on paying local taxes.) All cardholders must conform to procedures outlined in this instruction. If all avenues for procuring the needed material through local sources are exhausted, then the cardholder:

3.5.1. Provides mode selection when procuring from a Continental United States (CONUS) vendor, along with detailed packaging methods for safe transport to the end destination.

3.5.2. Ensures the NAF purchase card, for purchase of material from the CONUS, includes all costs incurred for the mode of transportation selected, destination country, customs import duties (if not included in the host nation agreement or carrier tender), and any other charges that may accrue.

3.5.3. Ensures shipment via the Defense Transportation System (DTS), Air Mobility Command /Military Sealift Command, includes; an Advance Transportation Control and Movement Document (ATCMD), a Transportation Control and Movement Document (TCMD), routing and marking instructions, and any other documentation the receiving base Traffic Management Office (TMO) deems necessary for the order to move successfully into and through the DTS.

3.5.4. Ensures the vendor Free on Board (FOB) destination is the applicable CONUS Aerial/Water port of embarkation when routing via DTS.

3.5.5. Considers U.S. Postal Service along with other authorized carriers. Use of small package carriers will normally be door-to-door delivery from the vendor to the ultimate overseas customer.

3.5.6. Consults DODG 4500.54, *Foreign Clearance Guides* prior to requisitioning action to ensure compliance with host nation requirements and status-of-forces agreements.

3.6. Environmental Protection Agency (EPA) Guideline Items . The Resource Conservation and Recovery Act and Solid Waste Disposal Act require agencies use recovered materials for EPA-designated items to the maximum extent possible without jeopardizing the intended use of the item.

3.6.1. A list of EPA guideline items is available on request from the Environmental Management function at the base. Items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and non-paper office products.

3.6.2. Acquisition of EPA-designated items not meeting the EPA minimum recovered material standards requires Services squadron commander or division chief approval. The cardholder's organization maintains a written determination based upon one of the following reasons:

3.6.2.1. Items containing EPA-recommended recovered content standards are not available within a reasonable period of time.

3.6.2.2. Items are only available at an unreasonable price.

3.6.2.3. Items are not available from a sufficient number of sources to maintain a satisfactory level of competition.

3.6.2.4. Items fail to meet performance standards of specifications based upon technical verification.

3.6.3. When conditions apply for repetitive purchases of the same item, the IPC may approve and maintain annual blanket written determination in the NAF AO Life-Of-the-Fund (LOF) file. IAOs submit request for approval of such purchases to the IPC in writing.

Chapter 4

ESTABLISHING NAF PURCHASE CARD ACCOUNTS

4.1. IAOs and Cardholders. Flight chiefs submit requests for IAOs and cardholders to the squadron/division IPC in writing. The Services squadron commander or division chief and the RMFC provide assistance to flight chiefs and activity managers in identifying proposed cardholders and IAOs. As the installation NAF Government Purchase Card Program Coordinator, the RMFC or designee prepares a written Letter of Appointment ([Attachment 2](#)) designating IAOs and a Delegation of Purchase Authority ([Attachment 3](#)) for each cardholder. The RMFC and a warranted contracting officer sign the authorizations if the RMFC does not have a contracting warrant. Provide a copy to the cardholder and the IAO and file the original appointment letter and cardholder delegation in the NAF AO.

4.2. Cardholder Delegation of Purchase Authority. This document ([Attachment 3](#)), issued by the IPC to each designated cardholder, fully describes the types of purchases authorized and dollar limitations of the NAF purchase card; identifies the name, rank/grade, duty title, and telephone number of the cardholder(s) and IAO(s); and specifies only use of NAF funds for purchase card transactions.

4.3. Budget Considerations. The NAF purchase card is subject to a single purchase limit, a monthly cardholder limit, and a budgeted IAO monthly limit. Under the current bank system, Services squadron and MAJCOM directorate NAF cardholder accounts are reported under one Billing Official (BO) account per NAFI. Therefore, the total BO account monthly purchase limit per NAFI is the aggregate total of all the activity monthly purchase limits within each Services squadron or MAJCOM directorate NAFI. IAOs, activity managers and flight chiefs coordinate purchase card limits with the NAF budget analyst and IPC in writing to ensure sufficient funds are budgeted for and allocated for NAF purchases. The IPC establishes the NAF purchase card accounts with the bank according to the single purchase and monthly cardholder limits, and the aggregate BO account monthly purchase limit per NAFI. **NOTE:** NAF purchase card bank authorizations at the point of sale no longer recognize a monthly IAO activity or office limit for NAFs since all accounts are reported under one BO account per NAFI for billing purposes. Therefore, IAOs, activity managers, flight chiefs, and the IPC must closely monitor monthly individual activity (office) spending limits to ensure the activity does not exceed budgeted expenditures. *Note:* Primary responsibility for proper budget execution rests with respective activity managers.

4.4. Single Purchase Limit. The single purchase limit is a limitation on the procurement authority delegated to the cardholder by the IPC. Single purchase limits may be assigned to cardholders in \$50 increments. The maximum delegated single purchase limit for non-warranted cardholders is \$2,500. (See paragraph [3.1.1.](#))

4.5. Monthly (Billing Cycle) Cardholder Limit. Each cardholder is assigned a billing cycle limit by the IAO in coordination with the IPC, used primarily for budgetary control purposes. The total dollar value of purchases by the individual cardholder when using the card for any single month must not exceed the monthly purchase limit. The monthly cardholder limit is entered in increments of \$100.

4.6. Monthly Internal (Billing Cycle) Activity/Office Limit. Monthly purchase limits are assigned in increments of \$100. The IPC assigns each IAO a billing cycle activity/office dollar limit used primarily for budgetary control purposes. The limit established must not exceed the sum of the IAO's cardholders'

monthly purchase limits included in the total BO account limit, and should reflect spending history as well as budgetary trends. The total dollar value of all activity/office purchases using the card must not exceed the established monthly billing cycle limit for the BO account. Activity managers, IAOs, and the IPC track cardholder spending to ensure monthly activity/office limits are not exceeded.

4.7. Merchant Activity Type (MAT) Code. In setting up a NAF purchase card account, the IPC assigns MAT codes based upon MCC Codes used to block purchases from specific merchant types. A MAT code directory is included in the contractor provided Agency/Organization Program Coordinator Guide. (See paragraph 2.15.) The IPC chooses MAT codes to identify the spending requirements for the majority of cardholders. Cardholders shall not be permanently assigned the MAT code "000" (permits purchases from all types of merchants) unless specific written justification exists for that unrestricted code (e.g., for contracting support by contracting personnel).

4.8. Establishing Credit Card Accounts. The IPC or designee and the MAJCOM/SVF or designee establishes electronic transmission connectivity with the bank to establish and maintain cardholder accounts. The IPC or designee and the MAJCOM/SVF or designee coordinate single and monthly purchase limits with the designated IAO, and electronically forward the required information to the bank. Installations without electronic transmission connectivity complete required forms for establishing accounts and mail or fax them to the bank.

4.8.1. The bank mails the NAF purchase card to the cardholder or designated distribution point within five work days after receiving the cardholder's account set-up information or within two work days, if electronically transmitted to the bank.

4.8.2. The bank uses a Voice Response Unit (VRU) to ensure receipt of the NAF purchase card by the cardholder or the designated distribution point. When the cardholder receives the NAF purchase card, he or she must immediately access the VRU. The VRU is accessible through the bank's toll free number (or direct telephone number for foreign users).

4.8.3. The bank can provide various reports to meet management and administrative needs. During the account set-up and training process, the IPC establishes report requirements with the bank.

Chapter 5

RESPONSIBILITIES AND PROCEDURES FOR NAF GOVERNMENT PURCHASE CARD OPERATIONS

5.1. IPC Responsibilities. IPC functions include processing NAF purchase card applications; issuing delegations of contracting authority; establishing reporting system; and providing mandatory NAF purchase card training and surveillance. The IPC provides each IAO with a written letter of appointment ([Attachment 2](#)). The IPC issues a written delegation of purchase authority to each cardholder ([Attachment 3](#)). The IPC and a warranted contracting officer sign these documents if the IPC does not have a contracting warrant. The IPC is the primary point of contact with the bank and the AF Services NAF APC for all NAF Government Purchase Card Program business associated with the installation. While the IPC may delegate some of these responsibilities, overall program management remains an IPC responsibility. Additional responsibilities include the following:

- 5.1.1. Ensures NAF purchase card program implementation is coordinated with the AF Services NAF APC.
- 5.1.2. Ensures the bank provided monthly statement billing file invoice(s) is paid on time and account(s) is kept current.
- 5.1.3. Maintains a current listing of all cardholders and IAOs under his/her jurisdiction.
- 5.1.4. Maintains on record semiannual written IAO verifications that their respective cardholders are in possession of their purchase cards.
- 5.1.5. Randomly surveys newly appointed cardholders after the first three months to ensure they are effectively performing their duties and following all procedures.
- 5.1.6. Suspends or terminates NAF purchase card privileges for NAF cardholders and approving officials where justified.
- 5.1.7. The IPC follows procedures in AFI 34-202, *Protecting Nonappropriated Fund Assets* (to become AFI 34-410), for any loss of NAF assets resulting from misuse of the NAF purchase card.
- 5.1.8. The IPC retains documents generated at the IPC level supporting cardholders and approving officials (e.g., training records, surveillance records, etc.), as long as the cardholder and approving official are performing that function and makes disposition IAW AFMAN 37-139, Table 64-4, Rule 26. **NOTE:** If the IPC determines the files have future value to the NAFI, requiring retention beyond that authorized by AFMAN 37-139, contact the base records manager and obtain approval for extended retention.

5.2. IAO Responsibilities. The IAO is the cardholder's immediate supervisor or a higher level official (activity manager or Flight Chief or higher level supervisor). A cardholder cannot be his or her own approving official, nor can the cardholder be an approving official for his or her immediate supervisor. The IAO shall not delegate his or her authority. An alternate IAO must be designated during leave or temporary duty (TDY) of the primary IAO to avoid statement processing delays. IAOs are responsible for the performance and compliance with applicable guidance by their cardholders, and submit requests in writing to the IPC to instruct the bank to cancel the NAF purchase card for any of his/her cardholders at any time.

5.2.1. The IAO monitors all cardholder transactions for compliance with these instructions, AFMAN 64-302, *NAF Contracting*; any other applicable Air Force NAF instructions and manuals; and the *Agency Program Coordinator Guide* the bank provides.

5.2.2. The IAO recommends the number of cardholders and the names of the designated cardholders for their activity/office. Semiannually, not later than the 15th calendar day following 31 March and 30 September, provides the IPC a list of their cardholders certifying that they are in possession of their purchase cards.

5.2.3. The IAO, in coordination with their respective activity manager, recommends NAF purchase card dollar limits to the IPC in writing for all of his/her cardholders and ensures established limits are not exceeded. IAOs, activity managers and flight chiefs coordinate purchase card limits with the NAF budget analyst and IPC in writing to ensure sufficient funds are budgeted for and allocated for NAF purchases. The IAO forwards a memorandum establishing a budgeted amount be set aside for their activity/office in order to track credit card purchases and monitors their cardholder purchases against that amount to avoid exceeding approved NAF budgetary ceilings. These limits are established by activity managers and flight chiefs in coordination with the Services squadron commander or division chief through the normal quarterly budget review and approval process.

5.2.4. Each month the IAO obtains and reviews each of their cardholder's SOA and purchase logs with copies of receipts attached ensuring purchases were appropriate, given the duties of the cardholder and type of activity, and were made according to this instruction and AFMAN 64-302. The IAO signs the back of the cardholder statement and forwards the original with the purchase log and copies of receipts or credit vouchers and the CSQI, if applicable, to the NAF AO by the 10th of every month verifying items were received.

5.2.5. Ensures sufficient time is planned for to act on cardholder designation requests, cardholder termination requests, and purchase approval requests as identified in **Chapter 3** of this AFI. Coordinate with the IPC and respective offices in determining appropriate timelines. *Note: Expedite* cardholder termination requests (verbal followed up with written request) if circumstances warrant immediate action.

5.2.6. IAOs and their respective activity managers/flight chiefs will ensure they and their cardholders are proficiently cognizant and comply with the content of the regulatory guidance referenced in this AFI, as well as all Services appropriated fund and nonappropriated fund financial management, contracting and accounting guidance.

5.2.7. IAOs and their respective managers will ensure procedures are in place within their activities that provide an approval mechanism for cardholder purchases prior to purchases being initiated. **NOTE:** This may be based upon dollar thresholds, individual purchases, budgeted amounts, etc. The key is that a management decision has been made as to how and when purchases will be initiated, and that their respective cardholders are cognizant of those procedures.

5.2.8. IAOs and their respective activity managers and flight chiefs ensure timely receipt of merchandise and services is documented on invoices and/or delivery tickets by their staff, and that the person receiving the merchandise compares the order form to the invoice or delivery ticket; annotates the appropriate GLAC and inventory stock number, if applicable; signs the document; and forwards it to the NAF AO no later than the next business day after receipt.

5.2.9. IAOs and their respective activity managers provide training and assistance to their cardholders on accounting document maintenance, account reconciliation, certification procedures, and activity purchase approval procedures.

5.3. Cardholder Responsibilities. The NAF purchase card bears the cardholder's name and may only be used by the named cardholder for authorized NAF purchases in compliance with this instruction and other applicable Air Force NAF regulations and procedures. NOTE: Timely payment of the monthly cardholder statement is the responsibility of the servicing NAF AO and the cardholder is not liable for any late payment charges or interest. Issuing the NAF purchase card to a named individual will not affect the individual's credit rating as the bank will not list the account in the individual cardholder's name for credit reporting purposes. The NAF purchase card is specially imprinted with the Great Seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card. "NAF" should also be imprinted on the purchase card to avoid confusing the NAF purchase card with an APF purchase card if a cardholder is delegated purchase authority for both fund sources. A cardholder who makes unauthorized purchases with the NAF purchase card will be liable to the NAFI for the total dollar amount of unauthorized purchases made. He or she may also be subject to disciplinary action under applicable law and/or policy. The NAFI is liable for use of the NAF purchase card by authorized cardholders.

5.3.1. Cardholders ensure they do not exceed the purchase limits established for their accounts. The total of a single purchase may include multiple items but cannot exceed the authorized single purchase limit. Purchases are denied at the point-of-sale if they exceed the established single purchase limit. Purchases shall not be split in order to stay within the single purchase limit.

5.3.2. All items purchased over-the-counter must be available within the billing cycle. (See paragraph 2.4.) The item must be received or the service completed before the item appears on a statement of account. Cardholders must not place orders using the NAF purchase card if vendors are unable to ship the total quantity of the purchase in the same shipment unless: (1) all items purchased will be shipped within the same billing cycle in which they were ordered; or (2) all items purchased will not be shipped within the same billing cycle but the vendor is willing to delay billing the bank until all items are shipped.

5.3.3. All items purchased by telephone and paid with the NAF purchase card must be delivered by the merchant within 30 days. Orders must not be placed without this assurance. If an item is not available immediately, back ordering is allowed only if procedures stated above are in effect. **EXCEPTION:** The NAF purchase card may be used to pay for delivery of subscriptions, e.g., magazines, periodicals, and training seminars.

5.3.4. When purchasing items by phone or over-the-counter, the cardholder must inform the merchant the purchase is for official government purposes and not subject to state or local sales tax. The card is embossed with "U.S. GOVT TAX EXEMPT" for additional clarification. The bank can emboss tax-exempt numbers on the NAF purchase card, upon request.

5.3.5. Cardholders do not use the NAF purchase card to purchase goods or services within the same NAFI or from another NAFI. Purchases within the same NAFI must be at cost using AF Form 2533, **NAF Transfer Between Cost Centers**. Purchase between different NAFIs also at cost, using AF Form 1735, **NAF Interfund Purchase Order**. Reference AFI 34-209, *NAF Financial Management and Accounting*, paragraphs 1.10.2, 8.8, and 8.10 (will convert to AFI 34-409).

5.3.6. Cardholders document all purchases on the AF Form 4140, **NAF Purchase Card Program Cardholder's Log** ([Attachment 6](#)). Cardholders record the appropriate GLAC and inventory stock number, if applicable, on all purchase documents and forward original documents (receipts, receiving reports, credit vouchers, etc.) to the NAF AO the next business day after receipt. Cardholders retain copies of all documents with the purchase log until receipt of and reconciliation of their monthly cardholder statement of account (SOA). Cardholders attach copies of receipts for items reflected on the SOA to their log and submit the log and the SOA to their IAO within 3 days after receipt of the monthly SOA. (See paragraph [5.3.18](#).)

5.3.7. Ensure the supply or service is not one that must be purchased from mandatory NAF requirements contracts or Federal Prison Industries (FPI), National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH). If required sources provide these products or services, the cardholder must use these sources. Most of the required sources accept the NAF purchase card.

5.3.8. Ensure the price includes delivery at FOB destination. All transportation costs shall be included in the purchase price for NAF purchase card transactions.

5.3.9. Rotate sources. Purchases of \$2,500 or less are made without securing competition if the cardholder considers the prices to be fair and reasonable. Whenever practical, solicit suppliers other than the previous vendor before placing repeat orders. If suppliers furnish standing price quotations or catalog prices on a recurring basis, competition on individual purchases is not necessary, but cardholders should periodically confirm the prices as current. When determining the number of sources to solicit, consider the nature of the item or service to be purchased and whether it is highly competitive. Use information from recent purchases of the same or similar items or services. Consider the urgency of the purchase, the dollar value of the purchase, and past experience concerning dealer prices. Distribute these purchases equitably among qualified vendors.

5.3.10. Verify the quantity and quality of the items or services furnished are in accordance with the agreement (verbal or written) with the vendor. Cardholders ensure what they receive is in accordance with what they're being charged.

5.3.11. For over-the-counter transactions, advise the merchant the purchase is exempt from state or local sales tax. (A notice of tax exemption also appears on the purchase card). If a merchant questions tax-exempt status, notify the IPC for confirmation of the tax-exempt number. Reference: FAR 29.302, *Application of State and local taxes to the Government*. Overseas purchases may include the tax if vendors do not acknowledge tax-exempt status and circumstances make it impractical to buy from a local vendor which does not charge the tax, or order from a U.S. vendor.

5.3.11.1. Verify the dollar amount is correct and sales tax is not included.

5.3.11.2. Sign the sales draft and retain a copy for record purposes and for verification of the monthly SOA and forward the original to the NAF AO no later than the next day.

5.3.12. When placing a telephone order using the NAF purchase card, the cardholder:

5.3.12.1. Notifies the vendor the purchase is tax-exempt. If a merchant questions tax-exempt status, contact the IPC for the tax-exempt number. Purchases may include tax if vendors refuse to acknowledge tax-exempt status and circumstances make it impractical to order from another vendor.

5.3.12.2. Confirms the vendor agrees not to bill the NAF purchase card account until items are shipped.

5.3.12.3. Instructs the vendor to include the following information on the shipping document or packing slip to alert the receiving office and the NAF AO supplies were purchased with the purchase card: cardholder's name and office symbol address; building number, room number, street address, city and state; cardholder telephone number; and the term "NAF Purchase Card Purchase."

5.3.13. When the NAF purchase card is used as a payment method for a purchase using one of the purchase order or contract forms, provide the vendor the necessary contract information orally, either in person or by telephone, and include the statement "Payment to be made by NAF Purchase Card" on the contract form. Request the vendor not process the transaction until the item is shipped. Upon notification of shipment from the vendor, provide the vendor with the NAF purchase card account number. For internal control purposes, do not include the NAF purchase card account number on the purchase order.

5.3.14. Cardholders take advantage of any rebates offered. Manufacturer/retailer rebates are made payable or endorsed to the purchasing NAFI. The cardholder forwards all rebates in the form of checks or cash to the activity cashier for deposit and processing as miscellaneous income to general ledger account code GLAC 812 on AF Form 1876, **NAF Consolidated Cost Center Report** in the purchasing activity's cost center.

5.3.15. When a purchase is made using the NAF purchase card, whether over the counter or by telephone, the cardholder must retain a document as proof of purchase. The document is later used to verify the purchase shown on the cardholder monthly SOA.

5.3.16. For purchases made over the counter, the cardholder obtains the customer copy of the charge slip (make sure all carbons are destroyed). The cardholder documents the transaction on the purchase log and keeps a copy of the charge slip with the log to help in reconciling the cardholder SOA. No later than the next business day after the purchase, the cardholder forwards the original customer copy of the charge slip, and any other purchase documentation such as a register receipt, to the NAF AO. The cardholder annotates the appropriate GLAC, the inventory stock number etc., on the charge slip (or locally devised transmittal form). **NOTE:** Use of a locally devised form is encouraged to capture all of the above information and attach to the charge slip for forwarding to the NAF AO. The NAF AO uses the original documentation to enter into the general ledger (referencing the charge slip number as a document number).

5.3.17. For purchases made by phone, the cardholder documents the transaction on the purchase log to help in reconciling the cardholder SOA. If someone other than the cardholder will receive the merchandise, the cardholder completes an itemized record of the order (such as an order entry form or locally devised form) to verify the accuracy of the order when received. The cardholder keeps a copy of this order with the log and provides the original to the person at the activity receiving the merchandise. The person receiving the merchandise compares the order form to the invoice or delivery ticket; annotates the appropriate GLAC and inventory stock number, if applicable; signs the document; and forwards it to the NAF AO no later than the next business day after receipt. The receiver gives a copy of the invoice or delivery ticket to the cardholder to use to annotate receipt of the merchandise and attaches to the log.

5.3.18. The cardholder must reconcile the monthly SOA mailed to the cardholder by the bank. The SOA itemizes each transaction posted to the cardholder's account during the past billing cycle. Upon receipt of the SOA, the cardholder reviews the entire statement for accuracy, comparing each transaction on the SOA with the purchase log and copies of the original receipts retained for each transaction.

5.3.18.1. Cardholders must verify each purchase on the statement for accuracy. Ensure the quantity and quality of items or services furnished are according to the agreement with the vendor and transaction amounts agree. Cardholders and IAOs must verify the statements and work any irregularities through the dispute process. Cardholders resolve disputes with the vendor to the maximum extent possible. Document information on disputes or variances on the SOA. Cardholders do not submit a CSQI for disputes less than 45 days old from the date of receipt of the statement containing the disputed charge unless otherwise instructed in paragraph 5.9. Attach copies of the purchase log and sales receipts to the statement (the originals should have already been sent to the NAF AO for inclusion in the financial statements). If an item was returned and the credit slip received from the vendor, the cardholder verifies the SOA reflects the credit. If purchased items and credits are not on the next monthly SOA, the cardholder retains the transaction documentation until the purchase or credit appears on the SOA. If the purchase or credit does not appear on the next monthly SOA, the cardholder or IAO notifies the IPC and NAF AO by submitting a CSQI.

5.3.18.2. Cardholders immediately complete a CSQI if there is a problem with any transactions on the SOA, such as non-receipt of item or incorrect charge. (See paragraph 5.9.)

5.3.18.3. Cardholders sign the original SOA, log, (and CSQI if applicable) and forward them along with all supporting documentation, to the IAO within three workdays.

5.4. Resource Management Responsibilities.

5.4.1. The IPC or designated individual(s) within the resource management flight/branch provides initial and annual training for cardholders and prepares certificates for attendees at the time of satisfactory completion of training. A certificate is provided to each attendee, and a copy is provided to respective IAOs and activity managers. Minimum training requirements for initial and annual training are provided in paragraph 5.8. A sample training record is provided at Attachment 5. Flight chiefs and activity managers will consolidate training requirements whenever possible.

5.4.2. The NAF AO maintains IAO certified cardholder statements, purchase logs, and receipts, and reconciles and pays the SBF.

5.4.3. The NAF AO inputs the purchase documents into the accounting system based upon the date of receipt ensuring transactions are entered into the correct accounting month. This is extremely important since the cut-off date is different than the month-end. Cardholders must send the source documents (charge slips, delivery tickets, shipping documentation, DD 1556) to the NAF AO no later than the next business day after receiving the merchandise or service.

5.5. Payment of the Statement Billing File (SBF)/Invoice. Bank government purchase card SBF/invoices are paid using "pay and confirm" procedures subject to the Prompt Payment Act (PPA) as amended to permit early payment of government purchase card invoices. The NAF AO must pay the SBF/invoice within 23 days of the date of receipt. All payments are made via EFT. **EXCEPTION:** NAF AOs without the capability to process EFT transactions are exempt from the requirement.

5.5.1. The IPC (or designee), to the maximum extent practical, receives the SBF/invoice electronically from the bank. The IPC downloads the SBF/invoice as soon as it is available after the 25th of each month. The date on the SBF/invoice is the download date. The NAF AO uses this date to determine the due date for the PPA. **EXCEPTION:** Installations without electronic access capability receive a hard copy SBF/invoice mailed from the bank. In this case, the NAF AO date stamps the invoice upon receipt and uses the receipt date to determine the due date. If the NAF AO fails to annotate the receipt date on the invoice, use the date of the invoice in computing the due date.

5.5.2. Upon receipt, the IPC reviews and certifies the SBF/invoice for payment and forwards it to the NAF AO to set up payment.

5.5.3. IAOs forward the signed and approved SOAs to the NAF AO by the 10th of every month verifying items were received.

5.5.3.1. If the NAF AO fails to receive the signed SOAs in sufficient time to allow for the SBF/invoice to be paid within the required 23 days of receipt, the IPC certified SBF/invoice is paid in full according to the "Pay and Confirm" delayed dispute process.

5.5.3.2. The IPC and NAF AO follow up with cardholders late in submitting the required documents to ensure all SOA reconciliation is accomplished after payment. Cardholder reconciliation and related disputed item(s) processing must occur no later than the end of the next reporting cycle.

5.5.4. Upon receipt of the SBF/invoice, the NAF AO reconciles the Accounts Payable NAF purchase card monthly purchase receipts to the SBF/invoice, notes any variances for research after receipt of the cardholder SOAs and purchase logs, verifies funds are available, and makes payment to the bank according to instructions for EFT payments. The NAF AO may pay immediately upon receipt or at any time within the 23-day window. (See paragraph 5.5.) Early payment provisions of OMB Circular A-125, **Prompt Payment**, are waived for payment of NAF purchase card invoices. The 23rd day window is authorized to allow timely payment and maximize, to the extent possible, the refund offered by the bank.

5.5.5. The bank must receive payment before the 25th of the month statement cut-off date. Payments posted after the 25th will not appear on the next month's SBF/invoice and the account will indicate past due. Process EFT payments to arrive before the 25th cut-off date. Always add 2 days to the current calendar day; add 4 days if the calendar day is a Friday or add 5 days for a 3-day weekend. Payments made after the 30th (net 30 due date) are subject to interest penalty.

5.5.6. Upon receipt of the signed and approved cardholder SOAs, the NAF AO reconciles them to the official invoice using source documents and the cardholder log if necessary.

5.6. Refunds or Rebates. Quarterly, the bank provides rebates based on sales and prompt payment. These rebates appear as credits on the SBF/invoice. The NAF AO sets up a credit voucher in the A/P program for the amount of rebate and credits miscellaneous income (GLAC 812) to the NAF AO cost center (A6). Include the credit voucher when selecting all applicable vouchers for payment.

5.7. Document Retention. The NAF AO may use copies of receipts attached to the purchase log if an original receipt is not received in the NAF AO. Otherwise, the NAF AO may destroy copies of receipts attached to purchase logs. The NAF AO retains original documents supporting a certified invoice for pay-

ment (e.g., certified bank SBF/invoice; pre-certified cardholder SOAs, purchase logs and original receipts and CSQIs) according to *Records Disposition Schedule*, Table 34-14, Rule 23.

5.8. Training. All personnel must complete initial NAF Government Purchase Card Program training prior to being issued a NAF purchase card. A NAF contracting officer or the IPC conducts the orientation/training providing information and basic instructions on how to use the NAF purchase card to cardholders and approving officials according to this instruction. All cardholders and approving officials must read and be familiar with the requirements of this instruction and other applicable regulatory guidance. Cardholders and IAOs are required to attend a training session at least annually including a review of this instruction and materials in the NAF Purchase Card Cardholder Training Modules.

5.8.1. At least annually, all cardholders and IAOs receive and sign a certificate of training certifying they received NAF purchase card training; they understand the training provided; they were provided training materials they can utilize for future reference; and they understand the consequences associated with misuse of the card. A sample training record is provided at [Attachment 5](#). The IPC retains this document while the cardholder's account remains active.

5.8.2. The training program shall cover the following subject areas:

5.8.2.1. AFI 34-275, *Air Force NAF Government Purchase Card Program*.

5.8.2.2. Cardholder and IAO responsibilities.

5.8.2.3. The contractor (bank) developed cardholder's guide covering many of the Government Purchase Card operating procedures. This guide is given to each cardholder upon establishment of the card.

5.8.2.4. Specific guidance on use of mandatory sources such as the NIB, NISH, and Federal Prison Industries.

5.8.2.5. NAF requirements contracts (EPP) and NAF purchase agreements (NPA) are the preferred sources of supply.

5.8.2.6. Budgeting for purchases, documenting purchases, reviewing available report products and statement of account, invoice reconciliation procedures, and disputes procedures.

5.8.2.7. Contracting procedures and procurement ethics. Training should include determining price reasonableness, the prohibition against splitting requirements, checking for existing warranties, and information on current contracts and agreements already providing services to base customers that should not be duplicated.

5.9. Resolving Disputed Purchases. Disputed purchase items must be resolved between the cardholder, the vendor, and the bank. Problems with the SOA usually fall into one of the categories listed on the CSQI form. In most cases, cardholders are able to resolve problems by contacting the vendor. If problems cannot be resolved with the vendor within 45 days of the charge appearing on the cardholder's statement, the cardholder must submit a CSQI form to the bank. The bank allows up to 60 days to submit a CSQI. For certain problems, cardholders should delay submission of a CSQI until they receive next month's SOA. Other problems may dictate immediate submission of a CSQI.

5.9.1. Upon receipt of the CSQI, the bank places the account in dispute until resolved. The bank verifies disputed charges. For valid disputes, the bank issues a credit against the next month's cardholders SOA for the disputed amount.

5.9.2. The NAF AO does not adjust the SBF/invoice payment amount for disputed items. Work all disputes after payment in full of the SBF/invoice, with adjustments issued the next month. The bank notifies the cardholder of any denied CSQI disputed amounts.

5.9.3. If the IPC considers the disputed amount to be material to the cardholder's activity, and it is probable the bank will approve the dispute, the IPC may place the disputed amount in Outside Agency Receivable (GLAC 115) for a short time until resolved. Recommend using a shred for visibility.

5.9.4. For non-material disputed items, record the disputed amount in the correct operating expense GLAC in the cardholder's activity, based on the type of item purchased, (e.g., 720 for supplies, 401 for resale, etc.). Record any resolved dispute credits received on the cardholder's SOA to the same expense GLAC used to record the expense.

5.9.5. The following paragraphs explain when to complete and submit a CSQI:

5.9.5.1. Merchandise/service not received. Cardholders do not immediately complete a CSQI disputing charges when an authorized purchase appears on the SOA but was not received. Instead, the cardholder contacts the vendor to verify shipment was made or service rendered. Make a note of non-receipt in the "Disputed Items" column of the purchase log. If, after 45 days and upon receipt of the next month's SOA, the purchased item is not received, the cardholder submits a CSQI to the bank disputing the charge. The bank must receive the CSQI not later than 60 days after the date on the SOA containing the disputed charge. The NAF AO does not adjust invoice payment amount for disputed items.

5.9.5.2. Merchandise returned or credit not received. Cardholders attempt to resolve disputes with the vendor. Record questioned amount in the "Disputed Items" column of the purchase log. If upon receipt of the next month's SOA the account has still not been credited for the questioned amount, then submit a CSQI. Do not prepare a CSQI for disputes less than 45 days old from the date of receipt of the SOA containing the disputed charge. The NAF AO does not adjust invoice payment amount for disputed items.

5.9.5.3. Unauthorized mail or phone order, duplicate processing, alteration of amount, unrecognized charge. Cardholders attempt to resolve disputes with the vendor. For disputes that cannot be resolved, cardholders immediately prepare a CSQI and send it to the bank with a copy to the IPC and the NAF AO. **NOTE:** If the charge appears to be fraudulent, the bank will close the cardholder account and open a new account.

5.9.5.4. Defective items. Cardholders obtain replacement or correction item(s) for defective items from the vendor as soon as possible. If, after 45 days and upon receipt of the next month's SOA, items are not replaced or corrected, cardholders submit a CSQI to the bank disputing the charge.

5.9.5.5. Sales tax and transportation costs. Sales tax or transportation costs erroneously charged by a vendor cannot be disputed through Visa Chargeback Regulations. Cardholders make every effort to obtain a credit to their account for the amount of the tax or transportation costs from the vendor. If a credit is not obtained, ordering agencies must pay the tax or transportation costs. Do not file a CSQI for tax or transportation costs.

5.9.5.6. Status of Disputed Transactions report. Each month, the bank distributes a "Status of Disputed Transactions" (TBR805) report in addition to the SOA, listing all unresolved disputes as well as those resolved during the last billing cycle. Cardholders review this report and compare it

to the "Disputed Items" column of the purchase log. If the bank denies a dispute, cardholders forward a copy of the statement of disputed transactions and a copy of the applicable CSQI to the NAF AO within 3 days of receipt.

5.10. Card Reissue. The bank reissues a government purchase card every 24 months to each active cardholder. At least three months prior to the expiration of each government purchase card, the bank forwards each IPC a Card Reissue Report, which lists each active purchase card scheduled for renewal. The IPC must inform the bank, in writing, within 30 workdays after receipt of the report, which NAF purchase card or cards should not be reissued.

5.11. NAF Purchase Card Program Surveillance Requirements.

5.11.1. AFI 65-107, *Nonappropriated Funds Financial Management Oversight Responsibilities*, requires the Nonappropriated Fund Financial Analyst (NAFFA) conduct an annual review of the NAF purchase card program. The NAFFA may use the NAF Purchase Card Program Annual Review checklist at [Attachment 4](#). The IPC should randomly survey newly appointed cardholders after the first three months to ensure they are effectively performing their duties and following all procedures.

5.11.2. The IPC takes advantage of bank automated systems which provide capabilities to examine reports of denied transactions for purchases from unauthorized merchants, violations of limits, and other irregular activities. The IPC uses these capabilities as part of the surveillance program. In these cases, on-site reviews should be conducted immediately on cardholders where violations are noted.

5.11.3. The IPC maintains surveillance results on file in the resource management flight/branch according to AFMAN 37-139. Copies of the surveillance results are forwarded to the Services squadron commander or division chief, the cardholder's IAO, and the cardholder. The IPC will meet with the cardholder to discuss each finding of noncompliance.

5.12. Violation of Air Force NAF Purchase Card Program Procedures. If as a result of findings from a surveillance visit or by any other means, it is discovered the cardholder is in violation of the procedures contained herein, appropriate actions must be taken to preclude a reoccurrence. Action taken should be commensurate with the violation(s). If a loss of NAF assets results from a cardholder's simple negligence, gross negligence, or willful misconduct, the IPC takes action according to procedures in AFI 34-202 (will convert to AFI 34-410) chapter 6, to determine pecuniary liability to recoup the loss. If deemed necessary, a memo describing the violation and any remedial action(s) taken, and signed by the Services squadron commander or division chief, is sent to the cardholder and IAO. Depending upon the circumstances of the violation, the IPC also takes appropriate action to have the bank temporarily reduce the cardholder's monthly purchase limit to \$0.00 until the cardholder receives remedial training, or the IPC cancels the account and revokes NAF purchase card privileges for the cardholder.

5.13. Canceling Accounts. Upon reassignment, separation, or retirement of the individual named in the BO account, the IPC provides the bank with the name of the individual assuming responsibility for the account. All cardholders' accounts remain active under the existing BO account number for purchases.

5.13.1. A cardholder, upon reassignment, separation, retirement, etc., must surrender his/her card(s). IAOs must notify the IPC in a timely manner (5 calendar days upon receipt of notification from appropriate authority or the cardholder) to close accounts of cardholders who have retired, separated, been

reassigned, or who no longer have cardholder responsibilities. The IPC cancels the account with the bank and documents the file.

5.13.2. Upon cancellation of a cardholder account, the IAO may need to request the IPC adjust activity funds authorized on the activity/office monthly limit if necessary. In this case, the IPC may also need to adjust the BO account limits. Normally if another cardholder is assigned to replace the previous cardholder, an adjustment should not be necessary.

5.14. Lost or Stolen Cards. Cardholders immediately report lost or stolen purchase cards to the bank and their IAO. The IAO submits a written report through the IPC to the AF Services Agency NAF Government Purchase Card Program Coordinator within five workdays of discovery of a lost or stolen purchase card. The report includes the NAF purchase card account number and the cardholder's complete name, date and location of the loss, and the date reported to police; the date and time the bank was notified; information about any purchase(s) made on the day the NAF purchase card was lost or stolen; and any other pertinent information.

5.15. Replacement Cards. Upon notification of a lost or stolen card, the bank mails a new NAF purchase card within 24 hours (Monday through Friday). For international card replacement, the bank replaces a lost or stolen card within 48 hours of the reported loss or theft. If the cardholder finds the original NAF purchase card, he or she cuts it in half and gives it to the IAO who completes a destruction notice and forwards it to the IPC, who notifies the Services Agency NAF Government Purchase Card Program Coordinator.

5.16. Foreign Purchases. Transactions initiated in a foreign currency post to an account in U.S. dollars and may differ from the amount quoted by the vendor. The difference is the currency conversion rate in effect for that purchase period and it may be higher or lower than the rate in effect on the date of actual purchase. A VISA currency fee of 1% is also applied to the transaction amount.

5.17. Base Closure. Use of the purchase card should decrease and eventually terminate as activities close. Follow procedures in AFI 34-201(will convert to AFI 34-403) on dissolving a NAFI prior to base closure. The IPC contacts the bank and arranges for transfer of the paying function to a successor NAFI and the transfer of program management responsibilities to a designated IPC.

5.18. Form Prescribed. AF Form 4140, **NAF Purchase Card Program Cardholder's Log**

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDG 4500.54, *Foreign Clearance Guide*

FAR 29.302, *Application of State and Local Taxes to the Government*

AFPD 34-4, *Managing Nonappropriated Funds*

AFPD 64-3, *Nonappropriated Fund Contracting System*

AFI 34-201, *Use of Nonappropriated Funds* (will convert to AFI 34-403)

AFI 34-202, *Protecting NAF Assets* (will convert to AFI 34-410)

AFI 34-209, *NAF Financial Management and Accounting* (will convert to AFI 34-409)

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting* (will convert to AFMAN 34-414)

AFI 65-107, *NAF Financial Management Oversight Responsibilities*

AFI 64-301, *Nonappropriated Fund Contracting* (will convert to AFI 64-302, *NAF Contracting Policy*)

AFMAN 64-302, *Nonappropriated Fund Contracting* (will convert to AFMAN 64-302, *Nonappropriated Fund Contracting Procedures*)

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFNAFPO—Air Force NAF Purchasing Office

AFSVA—Air Force Services Agency

APC—Agency Program Coordinator

APF—Appropriated Fund

ATCMD—Advance Transportation Control and Movement Document

BO—Billing Official

CSQI—Cardholder Statement of Questioned Item

DAPS—Defense Automated Printing Service

DEA—Drug Enforcement Agency

DECA—Defense Commissary Agent

DTS—Defense Transportation System

EFT—Electronic Funds Transfer

EPA—Environmental Protection Agency

FAR—Federal Acquisition Regulation

FOA—Field Operating Agency

FOB—Free on Board

FPI—Federal Prison Industries

GSA—General Services Administration

HQ AFSVA/SVF—Headquarters Air Force Services Agency, Directorate of Financial Management and Comptroller

HQ AFSVA/SVFA—Headquarters Air Force Services Agency, Directorate of Financial Management and Comptroller, Field Activities Division

HQ AFSVA/SVC—Headquarters Air Force Services Agency, Directorate of Contracting

HQ AFSVA/SVS—Headquarters Air Force Services Agency, Directorate of Management and Systems

HQ USAF/ILV—Headquarters United States Air Force, Director of Services

IAO—Internal Approving Official

IPC—Installation Program Coordinator

ISC—Individual Services Contract

ITT—Information, Ticket, and Tours

LOF—Life of the Fund

MAJCOM—Major Command

MAT—Merchant Activity Type

MCC—Merchant Category Classification

NAF—Nonappropriated Funds

NAF AO—NAF Accounting Office

NAFFA—Nonappropriated Fund Financial Analyst

NAFI—Nonappropriated Fund Instrumentality

NIB—National Industries for the Blind

NISH—National Industries for the Severely Handicapped

NPA—Nonappropriated Purchase Agreements

OUSD—Office of the Undersecretary of Defense

PPA—Prompt Payment Act

RMAN—Recovered Material Advisory Notice

RMF—Resource Management Flight

RMFC—Resource Management Flight Chief

SBF—Statement Billing File

SOA—Statement of Account

TCMD—Transportation Control and Movement Document

TDY—Temporary Duty

TMO—Traffic Management Office

VRU—Voice Response Unit

Attachment 2

APPOINTMENT OF NAF PURCHASE CARD PROGRAM
INTERNAL APPROVING OFFICIAL (IAO)

MEMORANDUM FOR: _____

(Name of IAO)

FROM: (IPC/RMFC and/or Warranted Contracting Officer)

SUBJECT: NAF IAO Appointment

1. You are hereby appointed as the IAO for the cardholder(s) assigned to your flight/activity. AFI 34-275, *AF Nonappropriated Funds Government Purchase Card Program*, provides detailed instructions on your responsibilities and procedures as an IAO. Only commit NAFs through this delegation.
2. As an IAO, you must review and certify each of your subordinate cardholders' monthly statements and determine if items purchased were for official use and purchased according to policy in AFI 34-275, AFI 64-301, *Nonappropriated Fund Contracting* and AFMAN 64-302, *Nonappropriated Fund Contracting*. You are responsible for following-up on questionable purchases and ensuring conformance with applicable policy. You must notify the AFSVA/SVF NAF Government Purchase Card Program Coordinator and the bank if you find any violation of stated policies and procedures.
3. After reading this delegation and affirming below, sign and return this original document to the IPC in the NAF Accounting Office.

"I have reviewed, understand, and will carry out my responsibilities as an IAO for use of the NAF government purchase card."

Signature of IAO_____
Date_____
Signature of IPC/RMFC_____
Date_____
Signature of Warranted Contracting Officer
(if IPC/RMFC not warranted)_____
Date

cc: Respective Activity Manager and/or Flight Chief

Attachment 3**AF NAF GOVERNMENT PURCHASE CARD CARDHOLDER DELEGATION
OF PURCHASE AUTHORITY**

MEMORANDUM FOR [Cardholder's name and title]

FROM: [Name and title of IPC/RMFC and/or warranted contracting officer]

SUBJECT: Appointment of NAF Government Purchase Cardholder – Delegation of Purchase
Authority

Effective _____, you are authorized to obtain supplies and non-personal services and pay for them with the NAF government purchase card issued by the contractor bank using nonappropriated funds (NAFs). Any single purchase may not exceed [cardholder's single purchase limit], nor may your total monthly purchases exceed [cardholder's monthly limit].

Purchase requirements must be consistent with your assigned responsibilities and your card purchase limits, set by your internal approving official (IAO). The supplies and non-personal services you obtain with the NAF purchase card must be for the express purpose of providing essential NAF procurement support to NAF activities in accordance with AFI 34-275, *AF NAF Government Purchase Card Program*, AFI 64-301, *Nonappropriated Fund Contracting*, and AFMAN 64-302, *Nonappropriated Fund Contracting*. [MAJCOMs and local contracting offices may insert additional references here].

This delegation does not authorize you to purchase prohibited supplies and services. Those restrictions are listed in AFI 34-275, **Chapter 3**. If you purchase such supplies or services, you will be subject to disciplinary and other appropriate action for misusing the NAF government purchase card.

Your IAO periodically reviews your use of the NAF purchase card and may determine you no longer need to use the card and cancel it. That official may also confiscate your card or reduce your monthly purchase limit to \$0.00 if you misuse the card, such as allowing someone else to use your card or failing to perform timely reconciliation or to resolve disputed charges.

When you separate from [insert name of activity] through dismissal, retirement, transfer or for any other reason, this delegation is automatically terminated and the NAF purchase card must be returned to your IAO for destruction.

Appointing Official (IPC/RMFC)_____
Date_____
Warranted Contracting Officer
(if IPC/RMFC not warranted)_____
Date

cc: Respective Activity Manager and/or Flight Chief

Attachment 4

NAF GOVERNMENT PURCHASE CARD PROGRAM ANNUAL REVIEW CHECKLIST

A. Review of Program Coordinator (IPC) files:

1. Was each internal approving official (IAO) issued a written letter of appointment signed by the IPC and a warranted contracting officer if the IPC is not warranted? Original is stored in the RMF with a copy to the IAO. AFI 34-275, Para 4.1.

2. Was each cardholder issued a delegation of purchase authority signed by the IPC and a warranted contracting officer if the IPC is not warranted, fully describing types of purchases authorized and dollar limitations? AFI 34-275, Para 4.2.

3. Are cardholder single purchase limits no greater than \$2,500? (See EXCEPTION below.) AFI 34-275, Para 3.1.

4. Are cardholder's assigned monthly billing cycle activity/office limits by the IAO based upon budget limitations? AFI 34-275, Para 4.5.

5. Do cardholder account set-ups include a Merchant Activity Type (MAT) code other than "000" to block purchases from specific merchant types? Cardholders (except contracting support personnel) shall not be permanently assigned MAT code "000" unless specific written justification exists for that unrestricted code. AFI 34-275, Para 4.7.

6. Does the IPC retain a current listing of all IAOs and cardholders along with supporting documents (e.g., training records, surveillance records, etc.)? AFI 34-275, Para 5.1.3. and 5.2.2.

7. Have all cardholders and IAOs received training at least annually on how to use the NAF purchase card as evidenced by a certificate of training retained by the IPC? AFI 34-275, Para 5.8.1.

8. Does the IPC randomly survey newly appointed cardholders after the first three months to ensure they are using the NAF purchase card appropriately? AFI 34-275, Para [5.1.5](#).

9. If a cardholder violates NAF purchase card program procedures, has the IPC taken appropriate action to preclude reoccurrence? AFI 34-275 Para [5.12](#).

Exception: When specified in a written delegation of authority, non-warranted cardholders can purchase resale items up to \$25,000 per transaction from AAFES and the commissary, and for printing from the Defense Automated Printing Service (DAPS).

B. Review of Cardholder:

1. Is the cardholder in possession of his/her purchase card?
The card bears the cardholder's name and may only be used by the named cardholder. AFI 34-275, Para [5.3](#).

2. Are all transactions appearing on the monthly Cardholder Statement of Account also recorded in the monthly Cardholder Purchase Log? Transactions for the billing cycle being reviewed and appearing on the Cardholder Statement must reconcile to the cardholders log and receipts. AFI 34-275, Paras [5.3.6](#) & [5.3.18](#).

3. Are all original purchase documents annotated with the appropriate GLAC and inventory stock number, if applicable, and forwarded to the NAF AO the next business day after receipt of the merchandise? AFI 34-275, Para [5.3.6](#).

4. Do cardholders retain copies of all purchase documents with their Cardholder Purchase Log to reconcile their monthly SOA? AFI 34-275 Para [5.3.6](#).

5. Are reconciled SOAs, purchase logs, and copies of receipts submitted to the IAO within 3 days for forwarding to the NAF AO for payment? AFI 34-275, Para [5.3.6](#).

6. Do receipts reflect any prohibited purchases? Prohibited purchases include cash advances, personal purchases, hazardous/dangerous items, etc., listed in AFI 34-275, Para [3.3](#). Note: Purchases must not be split to stay within the single purchase limit. AFI 34-275, Para [5.3.1](#).

7. Are all NAF fixed assets, bulk purchases, expendable and high-value supplies approved as a NAF budget item and reported to the NAF AO for inclusions in the property system? AFI 34-275, Para [3.2.12](#).

8. In CONUS is state or local tax charged on the SOA? Government purchases are not subject to state or local sales tax. AFI 34-275, Para [5.3.4](#).

9. Do cardholders reconcile their Cardholder Purchase Log to their monthly SOA, verifying each purchase and annotating all discrepancies on the SOA? AFI 34-275, Para [5.3.18](#).

10. Do cardholders attempt to resolve disputes with the vendor and document the information on the SOA? If the vendor issued a credit slip, cardholders verify the credit appears on the next SOA. AFI 34-275, Para [5.3.18.1](#).

11. Do cardholders complete a Cardholder Statement of Questioned Item (CSQI) for the bank on disputes that are not resolved within 45 days? AFI 34-275, Para [5.9](#).

C. Review of IAO

1. Are all IAOs supervisors or higher level officials to the cardholders assigned to them? AFI 34-275, Para [5.2](#).

2. Are alternate IAOs designated to approve cardholder SOAs if the IAO official is on leave or TDY? AFI 34-275, Para [5.2](#).

3. Do the IAOs review and sign each cardholder's monthly SOA ensuring all items purchased by the cardholder were authorized to support the activity's needs and comply with AFI 34-275? AFI 34-275, Para [5.2.4..](#)

4. Do the IAOs forward the original signed SOA, purchase logs and copies of receipts to the NAF AO by the 10th of each month? AIF 34-275, Para 5.2.4.

5. Do IAOs notify the IPC in a timely manner to close accounts of cardholders who have retired, separated, been reassigned, or who no longer have cardholder responsibilities? AFI 34-275, Para 5.13.1.

D. Review of NAF AO:

1. Does the NAF AO input purchase documents into the accounting system based upon the date of receipt to ensure transactions are entered into the correct accounting month? AFI 34-275, Para 5.4.3.

2. Is the monthly statement billing file (SBF)/invoice received electronically? If not, why. AFI 34-275, Para 5.5.1.

3. If the SBF/invoice is received by mail, is it date stamped upon receipt? AFI 34-275, Para 5.5.1.

4. Has the IPC certified (signed) the SBF/invoice? AFI 34-275, Para 5.5.2.

5. Does the NAF AO reconcile the Accounts Payable NAF purchase card monthly purchase receipts to the SBF/invoice, annotating any variances for research after receipt of the cardholder SOAs and purchase logs? AFI 34-275, Para 5.5.4.

6. Are NAF purchase card invoices paid using “pay and confirm” within 23 days of receipt in the NAF AO? AFI 34-275, Para 5.5.3.1.

7. Are signed cardholder statements and supporting documents received in the NAF AO by the 10th of each month? Cardholder reconciliation and related dispute item(s) processing may occur after payment of the invoice but must occur prior to the next reporting cycle. AFI 34-275, Para 5.5.3.

Attachment 5

SAMPLE TRAINING RECORD

1. I have received, read, and understand the Cardholder Instruction Guidebook.
2. I have received, read, and understand AFI 34-275, *AF Nonappropriated Funds Government Purchase Card Program*.
3. On [date], I received training by [NAF accounting or contracting office personnel] on NAF Government Purchase Card Program procedures. I understand how to properly use the NAF purchase card to obtain micro purchase supplies and non-personal services. I understand the card has restricted use and agree to abide by those restrictions.
4. I understand the reconciliation requirements and the disputes processing.
6. I understand improper use of the NAF purchase card will result in appropriate disciplinary action.

Cardholder signature

Attachment 6**NAF PURCHASE CARD PROGRAM CARDHOLDER'S LOG**

<http://afpubs.hq.af.mil/formfiles/af/af414000/af414000.frl>

Instructions for Completing the NAF Purchase Card Program Cardholder's Log

- 1. Cardholder Name/Activity:** Complete cardholder's name and activity.
- 2. NAF Purchase Card #:** Enter complete 16-digit cardholder account number.
- 3. Date of Order:** Enter the date cardholder placed a telephone order, or the date cardholder made an over-the-counter purchase.
- 4. Description of Items Purchased:** Enter a brief description of the item(s) purchased.
- 5. Mark "X" If Property Item:** Mark an "X" in the box if the item purchased is a fixed asset (furniture or equipment) costing \$1,000 or more, has a life expectancy of 2 years or more and does not lose its identity. Marking the "X" flags the item for entry into the NAF property records. All property items must be included in the NAF Requirements Budget (NRB) approved by the NAFs Council.
- 6. Qty:** Indicate the quantity of item(s) purchased.
- 7. Unit Price:** Enter the price of each unit if applicable.
- 8. Ship Charge:** Enter amount of shipping charges when applicable.
- 9. Total Price:** Enter the total price of the purchased item(s).
- 10. Vendor Name/Contract #:** Enter the name of the vendor, merchant, etc and the contract number if applicable.
- 11. Fund/CCC/GLAC:** Enter the fund code; 51 if purchasing for the MWR Fund and 70 if purchasing for the Lodging Fund.
- 12. Date Item Received:** Enter the date the item was received.
- 13. Date Statement Received:** Enter the date the cardholder received his/her statement from the contractor bank.
- 14. Date Sent to Internal Approving Official:** Enter the date the purchase log, copies of receipts and the statement is sent to the cardholder's internal approving official.